



PAYROLL

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Payroll

Payroll is one of the most business critical activities for an organisation; the one function that cannot be inaccurate or delayed and, with almost every organisation, the payroll costs represent a large proportion of their operating overheads. With this in mind, the Jane payroll module has been designed to provide a functionally rich, intuitive, legislatively compliant, secure and cost-effective payroll management system.

The Jane Payroll module is flexible, can be configured to match your changing business needs and adapts as your organisation grows. It is designed to automate your complex and labour intensive payroll processes and minimise time-consuming administrative tasks, resulting in a more efficient deployment of your payroll resources. It is always compliant with the latest legislation and conforms to the standards required to submit period movements and end-of-year returns through the Government Gateway (RTI).

Our HR Portal, a browser-based application, includes features for the viewing or printing of payslips by your employees as well as the capture of timesheets and expenses and their subsequent authorisation by a line manager or supervisor, dramatically optimising your administrative overheads.

The Payroll module integrates seamlessly with the Personnel system so there is no duplication of data entry, whilst the access security module ensures that the privacy issues of each user role are respected.

HMRC - RTI

Under Real Time Information, employers need to inform the HMRC about PAYE payments at the time they are made. The Jane payroll caters fully for all elements of the submission of Real Time Information, including the Full Payment Submission and the Employer Payment Summary.

Auto Enrolment

The Workplace Pension Reforms have introduced changes to the pension legislation which mean that employers must enrol their employees into a pension scheme into which the employer is also contributing. The Jane Payroll will handle your auto enrolment requirements, from categorising your employees and either alerting you or automatically enrolling them into the specified scheme to maintaining a clearly visible history of opt-ins and opt-outs.

Pension Provider Integration, e.g. NEST

National Employment Savings Trust is a cost effective pension scheme that is available for any employer to enable them to satisfy their obligations set out in the Workplace Pension Reforms. The Jane Payroll has NEST Integration, allowing you to fully manage your auto enrolment duties electronically. Integration facilities are also available for additional providers such as Teachers Pension and Local Government as well as the Pen-Server interface for organisations operating within the Civil Service. Further functions are also available for commercial scheme providers such as Legal & General.

The Jane Payroll has been designed to be easy to use. Data capture is intuitive and straightforward with mistakes easily remedied. It is a reliable, efficient and flexible solution which includes an extensive range of features to ensure employees are paid accurately and on time.





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General Features

- Unlimited
 - Number of users | Number of companies | Number of employees
 - Pension definitions | Rates of pay, deductions and payments | Period calculations
- Scalable functionality to accommodate one employee or thousands of employees.
- Multiple weekly, fortnightly, lunar and monthly payrolls in the same company.
- Simple payroll code definitions can be defined and linked together to form complex calculations.
- Configurable payroll code characteristics allow for unlimited combinations of payment and deduction types, including expenses and reimbursements.
- Date-effective payroll codes with pro rata calculations based on start and/or leave dates.
- Unlimited history of detailed transactions and summarised balances.
- Flexible employee pensions to accommodate all Auto Enrolment requirements.
- Access control to restrict users to specific functions, employees and/or items of data.
- Extensive auditing of data alterations and processes including who, what and when.
- Full integration with a wide range of General Ledgers for financial applications such as Dynamics GP, Dynamics NAV, Dynamics AX, Agresso Business World, QLF, Symmetry and Sun Accounts. Entries validated dynamically as transactions are entered and postings completed as part of the period end process.
- User-defined interfaces to third-party BACS transmission software as well as on-line Banking up loads.

Data Entry, Searching

- Quick entry of current pay period data
- Validated and fully audited import of payment data from spread sheets, text files or third party systems
- Import of salary changes from spread sheets containing the employee reference and the new annual salary
- Employee search by any element of the Payroll/Personnel record.
- Employee characteristic defaults to reduce data input requirements.
- Full validation of Bank Account Number and Sort Code.
- Instant access to all employee details, including tax codes, rate of pay, and year-to-date accumulators
- Extensive audit centre, which can be interrogated on-screen or reported upon.
- Calculation breakdown showing each stage of the calculation performed for each employee.
- Historical transactions retain links to supporting scanned documents such as expense receipts.





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Processing Options

- Interactive and fast payroll calculation for either specified employees or all employees for a selected payroll template (Monthly, Lunar, Weekly etc.)
- Global amendments to rates, deductions and tax codes.
- Income tax deduction calculations can be made according to cumulative or week one methods.
- Directors National Insurance paid calculated on annualised earnings allowance or on a standard pay period
- Pay grading/scales as well as integration to Personnel module equivalent.
- Integration with the Personnel absence and holiday diaries to aid SSP, OCS and holiday payments.
- Attachment of Earnings feature automatically logs details such as an employee's maintenance payments.
- Compliance with court orders for deductions at source of earnings.
- Automated holiday pay facility for hourly paid employees satisfying legislative (UK & European) requirements.
- Organisation multiple bank accounts from which payments can be made
- Payment of net pay into an employee's multiple bank accounts
- Automatic deduction of student loans.
- Advance notification of start and end of student loans
- Income tax deduction calculations can be made according to cumulative or week one methods.
- Optional calculation overrides for PAYE, student loans, NI, and pensions.
- Secondary balance sets for returning employees; existing employee records can be reinstated upon re-employment.
- All Legislation changes, such as tax tables, available for download from our support website.
- Automatic deductions and recording of payments for loans and saving schemes.
- Uses full salary history if present to pro-actively affect the payroll process.
- Basic Pay calculated as a pro-rated division of the annual salary by the number of pay periods.
- Comprehensive payroll features such as hourly rates of pay, time and a half, double time etc.,
- Advanced Holiday Payments on weekly payroll PAYE and NI allowances of the advanced periods.
- Statutory Sickness Payments using your own specification of qualifying days.
- Automatic calculation of Statutory Sick (SSP), Maternity (SMP), Paternity (OSPP, ASPP) and Adoption (SAP) in accordance with the current HMRC legislation.
- Disbursements BACS process to pay creditors such as HMRC, Pension Scheme providers, Court Order recipients etc.
- Facility to suppress payments to employees without pay to avoid payments for tax rebates only.
- Optional pay date calendar to enable the payments process to manage payment dates
- Record Benefits of Kind in readiness for preparation by the P11d facilities.
- Historical NI category changes automatically re-calculated to accommodate retrospective changes which affect National Insurance calculations.
- Pension Reversals automatically re-calculated
- Automated recalculations for late starters
- Back-dated pay calculations to accommodate the delayed implementation of pay changes / awards and historical pension scheme membership changes effect pension contribution and National Insurance contributions.





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Pensions

- Unlimited number of pension scheme definitions
- Incorporates facilities for a wide range of scheme types such as Contracted-Out Money-Purchase (COMP), Contracted-Out Salary-Related (COSR), Stakeholder Pensions and Freestanding AVCs.
- Optional CAPS for all scheme types to ensure a minimum and/or maximum scheme contributions.
- Optional Earnings Reduction to ensure contributions only applied when earnings reach a certain value.
- Employer, employee and voluntary contribution percentages or utilising earnings bandings.
- Bandings access via the actual pensionable pay or the full time equivalent salary for the employee.
- Scheme bandings implemented each pay period in response to the pensionable pay for that period or at a fixed point(s) of the tax year and maintained until the re-banding is requested.
- Employee specific bandings can be manually FIXED to avoid re-banding when global adjustment processes are selected.
- Manage the TAXable and Nlable status of contribution types for each scheme definition to ensure the appropriate tax relief is implemented at the point of earnings.
- Group schemes together for submissions and reporting to enable complex schemes to be applied as a series of mini schemes and then amalgamated for submissions to scheme providers.
- Optional General Ledger Control Accounts defined against each scheme or using organisation specific analysis codes.
- Pensionable status of each Payroll Code definition can be refined for each employee to avoid duplicating payroll codes which are identical apart from the pensionable status.
- Pensionable status of pay elements can be refined to only be pensionable for selected schemes.
- Pension Schemes can be associated with specific Employment History (Job) records (for employees with more than one active role) to ensure contracts are treated independently.
- Automatic opening and closure of employee scheme records to ensure contributions automatically commence and cease in the required pay periods.
- Pension overrides available in a pay period to be implemented as replacement values for the calculation or in addition to the values calculated by the system.
- All pension overrides can be positive or negative.
- Automated Pension reversal facility to ensure contributions are efficiently refunded when contributions were deducted when they shouldn't have been.
- Additional NI revision facility to ensure the reversal of contributions are complemented by the necessary adjustments to the National Insurance Category and reflected in an automated NI adjustment in the current pay period. All appropriate NI Accumulators are also adjusted.
- Scheme analysis reports can be run for a selected pay period or a range of pay periods.
- Scheme analysis reports can be selected for selected schemes or a group of schemes.
- Provider submission files created for most common scheme providers including Teachers Pensions, Local Government, NEST and Pen Server.
- Sophisticated integration with the Workflow module to ensure organisation specific rules are applied to aid the management of auto enrolment issues. These actions are instigated when pre-defined conditions are satisfied such as employees reaching a prescribed age or when earnings reach an appropriate level.
- Full Pension change audit to track changes of enrolment status and other employee related information so that auditors can be satisfied that the appropriate measures have been observed when reviewing auto-enrolment activities.





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Reports

- Comprehensive repertoire of reports with extensive selection and sorting options, including:
 - Departmental analysis
 - Payslip, cheque and BACS Payment Lists
 - P35, P14 and P60 End-of-Year reports
 - P45(1), P45(3) and P46 In-Year reports
 - P11 Deductions Working Sheet & P32 Employer's Payment Record
 - This Period and To Date summaries
 - Various This Period and To Date analysis of pension contributions
 - Various General Ledger analysis pre-posting to ensure journal accuracy.
 - Other statutory payments including Attachment of Earnings Orders, Court Order etc.
 - Full audit reports to describe any change to Jane which may affect the Payroll process.
- Facility to amend the predefined reports and create your own reports utilising powerful and intuitive report writer.
- Sophisticated yet easy to use data query tool with facilities to drop results into Spread sheets
- Reports and Queries easily exported to external manipulation tools such as Excel and Word.
- Utilising the Jane Workflow module all reports can be distributed to Authorised Users via e-mail
- As all reports are deployed in either Crystal or SQL Server Reporting Services, the SSRS reports can be presented dynamically using SharePoint technology via the Jane Authorised User Portal. Only data applicable to each Authorised User will be presented in accordance with the data access model.

Payslips

- Produced in any user-defined format to suit your organisation's stationery requirements.
- Provided as Crystal or SSRS formats enabling users to alter the format if required.
- Can be sent to an employee's external posting or internal delivery address.
- Printed or Emailed as a PDF attachment (with optional encryption)
- Can be presented through a self-service portal that uses Microsoft SharePoint technology, for the current pay period or any historical pay period.
- Payslip entries may be listed in detail or summarised per pay element or pay group.
- Pension contributions shown per scheme, per scheme group or as a single line describing all contributions to all schemes.





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Submissions to HMRC

- Fully accredited RTI submissions
- P6/P9 downloads from Government Gateway.
- Pay elements categorised by HMRC RTI specific features such as “Unpaid Absence”, “Strike Payments” etc. to enable the automated provision of these exceptionally occurring elements in the RTI.

Services

- Easy access to guidance information using convenient context sensitive online help to aid with the more complex elements of the system such as automated holiday payments and automated payroll code replacement. Also access to worked examples and screen-cast demonstrations.
- Always kept up to date with the latest legislation by automatic updates from our website.
- Reactive development program that continually create new features from user requests.
- Personalised training program delivered by experienced consultants
- Data transfer from current system to new database.
- Assistance with parallel running
- Implementation project managed with web based software accessible by all involved from start to live
- Support by phone, email or alert messages from you own Jane customer web site.

Additional Specialist Facilities

- Teachers’ pension reporting and electronic returns
- Local Government reporting and electronic returns.
- NEST reporting and electronic returns.
- Dedicated PenServer interface for Civil Service administered pension schemes.
- Hourly, weekly, and monthly contract management
- Claims processing for sessional-paid lecturers and teachers.
- Sophisticated Occupational Sickness and Health module reviewing the absences provided by either the Personnel module or a specific absence record for Payroll module only users.

Workflows

- Automated alerts making line managers aware of pay elements, such as expenses and timesheet payments, which require authorisation in the Authorise User portal.
- Auto enrolment alerts to make you aware of changing circumstances such as employees becoming eligible due to age or earnings.
- Any scenario can be monitored at the required interval such as daily, weekly, monthly or at a specified date of the month and the defined reaction is performed when the criteria of the workflow are satisfied.

